

Required Documents
For Connect Carolina Actions
Salaried Fixed Term Appointments
Permanent 51% or Greater
FTE

Permanent Salaried Fixed Term (for Research/Clinical/Adjunct) Appointments 51% or Greater	New/Initial Appointment	Reappointment	Promotion	Job Change*	Secondary Appt
1. AP-2	◆		◆	◆	◆
2. AP-2a	◆				
3. Recommendation letter from the Dean to the EVC&P or from Chair endorsed by the Dean outlining duties and responsibilities.	◆	◆	◆	◆	◆
4. School/Department committee report (if available)	◆	◆	◆	◆	◆
5. Full Curriculum Vita	◆		◆	◆	◆
6. Letters of recommendation - outside the University (at least two)*	◆		◆	◆	
7. Teaching documentation to include the following:					
(a) Reflective statement			◆		
(b) Teaching activities: List course taught each semester for the past three years and the number of students taught by section. List the names of graduate students supervised, thesis titles and completion dates for degree work since employment at UNC-CH. Undergraduate honors projects should be included as well.			◆		
(c) Teaching evaluations: Summaries should be provided showing quantitative data which evaluates the teaching effectiveness. (Do not include individual student evaluation sheets or grade sheets.)			◆		
(d) Peer evaluations			◆		
8. Transcript - Certified Official Copy	◆				
9. OP-1: Remains in the Department	◆				
10. Any additional information or material that the school would like to put forward (not duplicative of the above).	◆				
11. Recommendation for Joint Appointment Form (if applicable)					◆

Revised 4/26/2019

*Outside letters - External letters should be from outside of the base unit, which may include letters from outside of the department or outside of the university.